

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
OPERATIONS COMMITTEE MEETING MINUTES**

**DECEMBER 4, 2019**

**I. Call to Order**

Commissioner Flowers called the Operations Committee meeting to order at 6:00 pm in the Kendall County Board Room.

**II. Roll Call**

Commissioners Flowers, Gilmour, Hendrix, Kellogg, and Prochaska all were present.

**III. Approval of Agenda**

Commissioner Hendrix made a motion to approve the agenda as presented. Seconded by Commissioner Prochaska. All, aye. Opposed, none.

**IV. Public Comments**

No citizens in attendance offered public comment.

**V. Executive Session**

There was no need for executive session.

**OLD BUSINESS**

No agenda items posted for consideration.

**New Business**

**VI. Review of Financial Statement Reports through November 30, 2019**

Director Guritz reported that the preliminary financial statement reports for the period ending November 30, 2019 are not yet available for review.

**VII. EquiLesson, Simple Schedule LLC Subscription for Equestrian Program Tracking**

Director Guritz presented the EquiLesson, Simple Schedule LLC subscription information for the Equestrian program tracking as recommended by the audit.

The Operations Committee discussed the cost and benefits of the subscription. Direction was provided to sign up and migrate over to the new software platform.

### **VIII. Review and Approval of Special Use Permit Requests**

- Juvenile Justice Council 2020 SKY 5K Run, May 9, 2020 including Use of Meadowhawk Lodge on May 8 and May 9, 2020

Operations Committee gave direction to waive all the fees and charges for the Juvenile Justice Council 2020 SKY 5K Run.

- Y-115 Cross Country Meet at Hoover Forest Preserve August 24, 2020 – 11 am to 8 pm

The Operations Committee gave direction to approve the Y-115 Cross Country meet at Hoover Forest Preserve August 24, 2020 – 11 am to 8 pm.

- VFW Post 7452, Montgomery Volunteer Request – Removal of Downed-Tree Material

The Operations Committee gave direction to approve the volunteer request of VFW Post 7452 for removal of downed-tree material.

### **IX. IDNR – PARC Grant Announcement**

Director Guritz presented the IDNR-PARC grant announcement with grant application details. The Resolution of Authorization will be presented for approval to Commission at the first meeting in January.

### **X. ENTICE Workshop Evaluations**

Director Guritz presented the evaluations from the ENTICE workshop hosted by the Environmental Education department. The evaluations were all very positive.

### **XI. Barred Owl Nest Box Request – University of Illinois Extension 4H**

Director Guritz presented a request from the University of Illinois Extension 4H for installing barred owl nest boxes. The concerns about the nest boxes were addressed.

The Operations Committee gave direction to approve the barred owl nest boxes request to install two barred owl nest boxes at Hoover Forest Preserve for the one-year project.

## **XII. 2019 Pilot Bowhunt Program Updates and Discussion**

Director Guritz presented 2019 pilot bowhunt program updates. Recommendations for the upcoming year included opening the program October 1, increase permits and participation, expand to additional preserves, and set resident and nonresident permit fees.

## **XIII. December-January Operations Focus**

Director Guritz presented a report on December-January operations focus. Grant applications, accounting software, website development, Millbrook Bridge bidding, grant reports, yield payments, and executive session minutes are priorities.

## **XIV. Other Items of Business**

Director Guritz presented a report from Emily Dombrowski, Environmental Education Program Manager, showing the school programs have exceeded budgeted revenue expectations.

## **XV. Summary of Action Items**

Director Guritz presented a summary of action items.

## **XVI. Citizens to be Heard**

No public comments were offered by those in attendance.

## **XVII. Adjournment**

Commissioner Kellogg made a motion to adjourn. Seconded by Commissioner Hendrix. Aye, all. Opposed, none. Meeting adjourned at 7:20 pm.

Respectfully submitted,

David Guritz  
Executive Director, Kendall County Forest Preserve District

